

20 April 2011

**His Excellency Ambassador Fuad Darwish**  
**Director, International Organizations Department**  
**Foreign Ministry**

**May peace and the compassion and blessings of God be upon you.**

I refer to your letter No. 03876-2011-8/16/3 dated 6 April 2011 concerning the request of the Open-ended Intergovernmental Working Group on the Prevention of Corruption to provide good practices in the area of prevention of corruption.

In view of the seriousness of the problems and threats posed by corruption to the stability and security of societies, undermining the institutions and values of democracy and jeopardizing sustainable development and the rule of law, according to the United Nations Convention against Corruption, the aims of which include preventing and combating corruption and promoting international cooperation for that purpose, and the fact that every State Party to the Convention is required to promote integrity, honesty and accountability among public officials, in accordance with the fundamental principles of their legal system, and, in particular, to endeavour to apply, within their own institutional and legal systems, codes or standards of conduct for the correct, honourable and proper performance of public functions; State Parties are also required to facilitate the reporting by public officials of acts of corruption to appropriate authorities, when such acts come to their notice in the performance of their functions; the Civil Service Directorate, convinced of the need to take a comprehensive, multi-faceted approach as necessary to preventing and combating corruption effectively, has accordingly established the Administrative Inspection Department by Royal Decree No. 31 of 2009 on the Administrative Inspection Department of the Civil Service Directorate, and then issued Order 9 of 2009 of the Minister for the Cabinet Office setting out the powers of the Administrative Inspection Department of the Civil Service Directorate.

The administrative inspection powers of the Civil Service Directorate over government agencies were established under article 3, paragraph (3), and article 4 of Legislative Decree No 48 of 2010 promulgating the Civil Service Act.

Article 3 of the preamble, concerning the powers of the Civil Service Directorate, provides that the Civil Service Directorate shall have central supervision over the affairs of all civil servants who are subject to the provisions of the Act in government agencies, provide guidance to those agencies and conduct administrative inspection of them. Paragraph (3) of the same article empowers the Civil Service Directorate to establish the administrative inspection systems for government agencies, to conduct the inspection missions in regard to application of the provisions of this Act, and to refer the reports issued on them to the competent authorities.

Moreover, article 4 of the Legislative Decree provides that the government agencies whose officers are regulated by special statutes shall be subject to administrative inspection by the Directorate in order to ensure that those agencies are subject to the general state policy on the civil service. Such agencies shall submit the statutes that regulate their officers, their projects, as well as their administrative control systems, to the Civil Service Directorate for revision and adoption. The provisions of this Act shall be applied to matters not provided for by the special text.

The Civil Service Directorate issued Civil Service Directives No. 10 of 2009 on the powers and responsibilities of the Administrative Inspection Department in order to clarify them and the inspection mechanism to be applied in government agencies. The Administrative Inspection Department of the Civil Service Directorate has a number of powers, which include: to ensure the integrity of application by government agencies of the provisions of the Act, statutes and the Civil Service Regulations and to follow up their implementation; to draft plans aimed at regular and ad hoc field visits to government agencies; to examine registers, files and the various data; to investigate shortcomings in government agencies, identify administrative obstacles that hamper the orderly functioning of public facilities and endeavour to remedy them; and to investigate and study

complaints and journalistic or media investigations discussed in the press and the various other media on negligence or maladministration in government agencies.

In order to achieve its aims, the department establishes dates for regular visits and notifies government agencies of them. On the appointed date the members of the inspection team meet with officials in the government agency in order to discuss the inspection programmes, their aims and how they are applied. The team then moves on to the field inspection phase, which includes examining registers, meetings with the persons concerned and looking at statistical data.

After the field inspection, the inspection team prepares a report on the results and proposed recommendations for remedying practices. A concluding meeting follows with officials in the government agency in order to present the results of the report and the inspection work. The Department obtains the response of the government agency to the field inspection report and, having done so, prepares a final report on the results and proposed recommendations, which it refers to His Excellency the Head of the Civil Service Directorate for his approval. The Head of the Civil Service Directorate communicates the inspection report to the competent authority in the government agency. That competent authority, within 30 working days of notification, informs the Civil Service Directorate of the measures that have been taken to rectify the matters contained in the inspection report. If it does not do so, the Head of the Civil Service Directorate refers the matter to the Civil Service Council. Competent persons from the Administrative Inspection Department regularly follow up the matter in order to check that the recommendations are being implemented.

The Administrative Inspection Department obtains administrative notifications through the hotline and e-mail, works to encourage a spirit of self-control in citizens, and resolutely tackles faults and deviations, which helps government agencies to rectify faults. It also recommends successful work practices in order to achieve the expected degree of competence in the human resources field.

In conclusion, I hope that I have shed light on the role played by the Civil Service Directorate in following up the best practices in regard to preventing and combating corruption, believing in the seriousness and harmful economic, administrative, political and social effects of corruption on society.

I trust I have responded appropriately to your request.

Please accept my respectful good wishes,

Ahmed Bin Zaid al-Zaid  
Head of the Civil Service Directorate

Enc: Civil Service Directives No. 10 of 2009

Civil Service Directives No. 10

Date of issuance: 22 November 2009

Powers and Responsibilities of the Administrative Inspection Department

**His Highness, His Excellency, Their Excellencies the Ministers and Respected Heads of public institutions and corporations and government agencies**

Sirs,

Pursuant to Decree No. 31 of 2009 establishing the Administrative Inspection Department in the Civil Service Directorate, and confirming the jurisdiction of the department over inspection of the application of the Civil Service Act and its executive statutes and all legislation relating to the civil service in government agencies, and with the aim of increasing the efficiency of administrative inspection and firmly establishing the values of impartiality, integrity, and equality of opportunity among citizens in government agencies.

The Civil Service Directorate considers it appropriate to issue these directives for the purpose of clarifying the powers and responsibilities of the Administrative Inspection Department for government agencies and to require compliance with them, in view of the importance of the role inspection plays in improving workflow in government agencies, in addition to monitoring and rectifying excesses and deviations in the application of human resources programmes and drafting the necessary preventive measures in order to eliminate their causes.

These directives shall enter into force on the date of issuance.

Ahmed Bin Zaid al-Zaid  
Head of the Civil Service Directorate

Civil Service Directives No. 10 of 2009

Powers and Responsibilities of the Administrative Inspection Department

**I. Aim**

The aim of these directives is to clarify the powers and responsibilities of the Administrative Inspection Department and the mechanisms for the conduct of inspection work in government agencies.

**II. Legislative basis**

1. Article 8 of the Civil Service Act.
2. Order No. 9 of 2009 setting out the powers of the Administrative Inspection Department of the Civil Service Directorate, published in the *Official Journal*.

**III. Powers of the Administrative Inspection Department**

1. To ensure the integrity of application by government agencies of the provisions of the Act and statutes and the Civil Service Regulations and to follow up their implementation.
2. To draft plans aimed at regular and ad hoc field visits to government agencies in order to achieve the integrity of measures and transactions relating to human resources programmes.
3. To examine registers, files and other materials required to exercise the powers of the Department, and request any information necessary to help it achieve its aims. Government agencies shall provide all the necessary facilities to enable the representatives of the Department to carry out their responsibilities.
4. To investigate shortcomings in government agencies, identify administrative obstacles that hamper the orderly functioning of public facilities and propose appropriate means of remedying them.
5. To investigate and study complaints and journalistic or media investigations discussed in the press and the various other media on negligence or maladministration in government agencies.
6. To submit regular reports to the Directorate containing the results of its work, and observations and recommendations to the Head of the Civil Service Directorate.
7. The Head of the Civil Service Directorate shall notify the government agency concerned of the shortcomings contained in the report and that agency shall — within three days of the date of notification — inform the Directorate of the measures it has taken on the matter.

**IV. Aims of administrative inspection**

1. To implement the administrative reform system in government agencies.
2. To follow up compliance by government agencies in implementing the provisions of the Civil Service Act, its executive statute and all legislation.
3. To prepare research and studies on the development of administrative inspection mechanisms.

4. To confirm the degree of complete commitment to the Civil Service Act and its executive statute, and assess the capability of government agencies to apply human resources programmes satisfactorily.
5. To participate and assist in the definition and identification of the plans and work programmes that need to be changed or amended in government agencies in order to achieve appropriate performance of work.
6. Review the soundness of administrative transactions, draw up and assess the effectiveness of the verification measures that need to be implemented in order to ensure change in the operation of the Department.
7. Encourage a spirit of self-control in citizens and resolutely tackle faults and deviations, which will help government agencies to rectify faults.
8. Recommend successful work practices in order to achieve the expected degree of competence in the human resources field.

#### **V. Work mechanism: administrative inspection**

All government agencies shall be subject to administrative inspection according to a timetable, in addition to ad hoc field visits, in order to inspect procedures and transactions relating to human resources programmes in those agencies. The mechanisms for this shall be as follows:

##### 1. Planning

Draw up an inspection plan for government agencies for a two-year period in order to cover all government agencies for various human resources procedures.

##### 2. Field studies

Study the Civil Service Act and its executive statute, and the directives, manuals and guidelines, as a preliminary step towards drawing up the inspection plan for government agencies.

##### 3. Notification

Notify the government agencies of the dates set for inspection according to the plan.

##### 4. Introductory meeting

There shall be a meeting with officials in government agencies in order to discuss the policy and aims of the inspection programme to be implemented. (Give the observations of the Civil Service Directorate.)

##### 5. Field inspection

Use all means of carrying out the inspection, such as examining administrative reports, registers, audit observations and statistical data, meetings with the persons concerned, notes received through the hotline and e-mail for receiving comments, etc.

##### 6. Preparation of the initial report

Prepare the inspection report with the initial results and the recommendations proposed by the Administrative Inspection Department.

7. Concluding meeting

Present the results of the administrative inspection and give the government agency the initial inspection report prepared by the administrative inspectors. Officials of the government agency shall take the initial report and agree to the deadline set for receipt of replies to its contents.

8. Reply of the government agency

Obtain a written reply, approved by the officials of the government agency, on the results of the inspection of the procedures and transactions that contain shortcomings or inadequacies in order to prepare the final report.

9. Final report

Prepare the inspection report on the final results and the recommendations proposed by the Administrative Inspection Department and refer it to His Excellency the Head of the Civil Service Directorate for approval.

10. Notification of the competent authority

His Excellency the Head of the Civil Service Directorate shall communicate the inspection report to the competent authority in the government agency. That competent authority shall, within 30 working days of notification, inform the Civil Service Directorate of the measures that have been taken to rectify the matters contained in the inspection report. If it does not do so, the Head of the Civil Service Directorate shall refer the matter to the Civil Service Council.

11. Follow-up

Competent persons from the Administrative Inspection Department shall regularly follow up the matter in order to check that the recommendations are being implemented.

These directives shall enter into force on the date of their issuance and anything incompatible with them shall be abrogated.

Ahmed Bin Zaid al-Zaid  
Head of the Civil Service Directorate

Issued: 22 November 2009

5 April 2011

**Fax**

The Permanent Mission of the Kingdom of Bahrain to the United Nations Office and other international organizations at Geneva presents its compliments to the Foreign Ministry (International Organizations Directorate) and encloses a copy of the e-mail from the Secretary-General of the United Nations referring to the Open-ended Intergovernmental Working Group on the Prevention of Corruption, established by the Conference of the States Parties to the United Nations Convention against Corruption in resolution 3/2 entitled "Preventive measures".

The Working Group requests States Parties to communicate their initiatives and good practices in the area of prevention of corruption, particularly those practices relevant to the specific topics that it recommended discussing at its next meeting (see paragraphs (a) and (b)).

The Secretary-General hopes that the Kingdom of Bahrain will send any pertinent information to the address of the United Nations Office on Drugs and Crime (UNODC) referred to in the enclosed by 30 April 2010.

The Permanent Mission of the Kingdom of Bahrain to the United Nations Office and other international organizations at Geneva avails itself of this opportunity to renew to the Foreign Ministry the assurances of its highest consideration.

**To: Foreign Ministry**

**Kingdom of Bahrain**